



To: All Rental Housing Tax Credit Recipients **Notice:** MFD-09-20

From: IHCD Multi Family Department

Date: July 9, 2009

Re: **Submitting files for an in-house audit- AMENDMENT to 2009 Compliance Manual**

I: IHCD will no longer accept files in PDF format

Part 5.6 B of the 2009 Compliance Manual (page 49) states:

“For in-house audits, IHCD prefers to receive electronic files rather than paper “hard” copies. Electronic documents should be submitted in PDF format on a CD-ROM, not via email attachments. Each requested tenant file should be submitted as a separate PDF file and labeled as the Unit #.”

Please note that effective July 9, 2009 this policy is being retracted. IHCD will no longer accept files in PDF format, due to increasing issues with the quality and compatibility of the PDF documents being submitted. All files sent for in-house audits should be submitted in hard copy format (copies, not originals as all documents will be shredded at the completion of the audit). Address the files to:

Indiana Housing & Community Development Authority
ATTN: (Name of Monitor Conducting the Audit), Multi-Family Compliance
30 S. Meridian Street, Suite 1000
Indianapolis, IN 46204

Note: IHCD may continue to accept PDF documents in some circumstances, for example when the owner/management is submitting a few pages of correction documentation. Please check with the monitor conducting your file review to see if this is acceptable in your situation.

II: Order of documents submitted

When reviewing copies of files that have been submitted for an in-house audit, the IHCD monitor will expect to see the documents listed on the attached Check List in the approximate order that they are listed (leasing information, tenant information, income verifications, asset verifications, other clarifications). Monitors will not review files that are not submitted in an orderly and complete fashion.

Note: Questions about this MFD notice should be directed to Anika Davis (andavis@ihcda.in.gov), Jeff Ivory (jivory@ihcda.in.gov), Danielle Moore (dmoore@ihcda.in.gov), or Matt Rayburn (mrayburn@ihcda.in.gov).



IHCDA FILE AUDIT
Check List & Order of Documents

Leasing Information:

1. Lease
2. Lease Renewal Addendum, Crime Free Addendum, etc.

Tenant Information:

3. Tenant Income Certification (TIC)
4. Tenant Income Certification Questionnaire
5. Rental Application Questionnaire

Income Verification Information: (When Necessary)

6. Child Support Verification
7. Employment Verification
8. Non-Employment Status Certification
9. PHA Verification
10. Self Employment Verification
11. Social Security Verification
12. Zero Income Certification
13. Public Assistance Verification (AFDC, TANF, HIP, etc.)

Assets & Verification: (When Necessary)

14. Asset Verifications
15. Bank Verification
16. Disposal of Assets Verification
17. Under \$5000 Asset Certification

Other Verifications & Management Clarifications: (When Necessary)

18. Live-In Care Attendant Certification
19. Marital Separation Status Certification
20. Management Telephone Clarifications
21. Section 8 Verification (include HAP contract)
22. Student Verification
23. Unborn Child Certification
24. Release of Information
25. Tenant Self Certifications

